

14 FAH-5 H-520 DISPATCHING MAIL

*(CT:DPO-1; 11-14-2013)
(Office of Origin: A/LM)*

14 FAH-5 H-521 PREPARING OUTGOING MAIL FOR DISPATCH

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- a. Scan All Barcoded Mail into AMPS:
 - (1) The Automated Military Postal System (AMPS), Product Tracking Service (PTS) module is used for tracking mail with United States Postal Service (USPS) special services (e.g. Insured Mail, Certified Mail and Delivery Confirmation). These services contain barcoded labels, which upon acceptance become part of the metrics at the servicing Diplomatic Post Office (DPO) that post and USPS use to measure and evaluate efficiency of transportation service.
- b. For data entry process follow the "DPO Mail Scanning Procedures" guide on the Office of Diplomatic Pouch and Mail (DPM) Website.
- c. A plastic liner may be placed into the mailbag before mail items in order to provide a layer of protection against the elements:
 - (1) Place mail inside the mailbag in a plastic liner, if used, so that it can be closed and tied off at the top;
 - (2) The mailbag should then be closed using the strap and latch so that the entire top of the bag is securely fastened;
 - (3) An anti-pilferage seal must be used; it is slid through the latch, then through a minimum of two eyelets on the mailbag and then secured back through itself; and
 - (4) Do not cut the free running end of the seal. It should be left intact so that the receiving mail facility can see that the anti-pilferage seal has not been tampered with.

14 FAH-5 H-522 PREPARING AMPS AV-7'S FOR OUTGOING MAIL

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- a. Accuracy of data being input into the AMPS/AV-7 module for retro-grade mail must be verified. When verifying weight data, pay close attention to decimal point placement.
- b. The AMPS AV-7 is the mechanism which DPM uses to bill post for retro-grade mail. In the event an error is detected, it must be immediately submitted to DPM for further submission to USPS within 7 calendar days. Post is responsible for all chargeback's related to the assigned zip code.
- c. Outgoing mail bags and Outside Pieces (when authorized) are manifested through AMPS. DPO clerks must upload the outgoing mail data through AMPS before turning the mail over to the authorized local authorities for dispatch.
- d. Prepare AMPS AV-7 for mail sent from post to the U.S. gateway: For AV-7 Preparation process follow the "Creation of AV-7" guide at the DPM Website.

14 FAH-5 H-523 PREPARING AMPS AV-7'S FOR SAC VIDES

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Sac vides (excess canvas or nylon pouches) are manifested for shipment through AMPS on the same AV-7 as outgoing mail. For AV-7 Preparation process follow the "Creation of AV-7" guide at the DPM Website and select Mail Code (7T).

14 FAH-5 H-524 AMPS AV-7 CORRECTIONS

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- a. Occasionally flights are missed, cancelled or overbooked, thus the actual shipment of mail differs from the routing documented on an AV-7. In these situations, adjustments to the original AV-7 are made on a Form PS-2734-B. All corrections must be done within 7 calendar days.
- b. To make changes to AV-7s for mail from post back to the U.S. gateway: Follow the "AMPS V2 AV-7 Data Entry SOP" guide at the DPM Website.

14 FAH-5 H-525 THROUGH H-529 UNASSIGNED